

From the Office of Clinical Informatics Cerner Millennium Marking Documents In Error

June 10, 2021

The following are instructions on marking documents in error.

Documentation Section

- This section displays multiple types of documents, including:
 - **AdHoc Forms.** Some example types are:
 - Comprehensive Intake Forms
 - Admission History Forms
 - Note Type Documents. Some example types:
 - Office Notes
 - Procedure Notes
 - History and Physical Notes (H&P)

<u>NOTE</u>: Only Note Type documents are enabled to use the In Error button.

Marking "Note Type" Document In Error

- From the **Documentation** section, click the appropriate document to be marked **In Error**.
 - The document should now be highlighted.
- Click the **In Error** button **In Error** from the top of the **Documentation** section.
- Fill in the **Reason** for marking the document **In Error**.
- Click **OK** to document.
 - The document will now display **In Error Report** in the header.

NOTE: Only the document author is able to mark In Error.

> Marking AdHoc Forms in Error

- From the **Form Browser** section, locate and select the document to be marked **In Error**.
- Right-click the highlighted document and click Unchart.
- Fill in the **Reason** for marking the form **In Error**.
- Click the green checkmark to sign.
 - The form now displays as **In Error** in **Form Browser**.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

| Service Date/Ti V Subject | | Туре |
|---------------------------------------|---|-----------------------------------|
| 03/25/2021 10:41:32 E Podiatry Consu | ılt | Podiatry Consultation |
| 03/25/2021 10:25:51 E Podiatry office | note | Podiatry Office Note |
| entation | Result Uncharting - TESTING, ANYONE J - 0995382 In Error Comment - Required Comments Charted on wrong patient OK Cancel | |
| | | In Error Report * nal Report * |